CHAPTER 38

POLICY AND APPEARANCE

(Sponsor: NAVY PEOPLE-PSP EXEC SO3)

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CHAPTER 38

POLICY AND APPEARANCE

SECTION 1

DRESS POLICY

3801. Authorised Uniforms

a. The uniforms, accoutrements, accessories, insignia, optional items and orders of dress set out in these regulations are those authorised for wear, as appropriate, throughout the Royal Navy.

b. Tables of dress and their occasions for wear are detailed and illustrated at the Annex 39A and Annex 40A. Dress for Joint Service ceremonial occasions is detailed in Chapter 43.

3802. Outfit and Kit Scales

a. All personnel shall be provided, on entry, with clothing and equipment to the authorised entitlement, as laid down in the scales of issue at the Annexes to Chapter 39 and Chapter 40. Individuals are personally responsible for the care and custody of all items of clothing, including accessories and accoutrements, issued to them. Personnel are to ensure that items are maintained and ready for use at all times.

b. Major components of uniform such as trousers and jackets shall not be interchanged or mixed and shall only be worn with the order of dress for which they are intended, e.g. uniform items of No. 3s and No. 4s are not to be worn together. Some accessories and accoutrements such as shoes, socks, belts, raincoats, gloves and shirts, however, may be worn with several orders of dress.

c. Ratings No. 1 Uniform (jacket and trousers) should last an individual for a minimum life of four years, or longer, before a gratuitous replacement (at Crown expense) will be considered and approved. Under this policy, ratings No. 1 Uniform is further subject to a ‘fair wear and tear’ judgement (e.g. if a LH employed in the RN Presentation Team is wearing their No. 1 Uniform four days a week, it would be reasonable to assume that it may need replacing before the four year point lapses). Whereas, since many service personnel rarely wear their No. 1 Uniform there would be no need to replace them just because they are four years old. The Clothing Stores staff are the Base LO's representative and are empowered to make a judgement as to whether a ratings No. 1 Uniform needs replacing or not. Officers will continue to pay for the replacement of their No. 1 Uniform, after the initial gratuitous issue. Officers may exchange ‘workwear’ on a one for one basis but other items of uniform should be purchased – Uniform Tax Relief (UTR) is calculated to enable occasional replacement of kit.

d. WORN, 2SLWO and FCWO are entitled to draw an extra set of No 1’s as well as a set of No 2’s and Prestige Suit if not already held.

3803. Optional Items

Certain clothing items and accoutrements are authorised for optional wear, provided that they are not obtained at public expense.

3804. Master Patterns and Specifications

a. To ensure uniformity and quality of dress, all Naval clothing items whether issued through the supply system or purchased from civilian tailors shall be made according to the approved master patterns which govern the official specification for each clothing item. The necessary specifications may be obtained from Defence Clothing (DC) Team.

b. Royal Navy personnel shall not wear any item of dress which does not conform to approved patterns or which has not been authorised for wear on an optional basis or ordered for wear in the specific user trials.

3805. Alterations and Modifications

a. Items of clothing shall not be altered or modified except in order to obtain a reasonable fit. The cost of correcting or replacing any items of clothing that have been altered or modified without proper authorisation shall be borne by the individual.

b. **Entitlement to Exchange Uniform on Return From Maternity Leave.** Personnel are authorised to exchange uniform items free of charge at Crown Expense without signs of ‘fair wear and tear’ on return from maternity leave. See Para 3815.e.

3806. New and Superseded Items

Whenever an item of clothing in a new pattern is authorised and introduced, an amendment to these regulations shall be implemented by Navy Command HQ. The amendment will include the conditions under which the obsolete or superseded items may continue to be worn and the procedure for taking the new item into use.

3807. Supply and Issue

a. Supply and issue of the various items of Royal Navy clothing shall be in accordance with current accounting regulations set out in JSP 886, *Defence Supply Chain Manual*.

b. Specialist Clothing scales are issued by DES DC-CSTCSORN to individual units.

3808. Special Case Entitlement for the Re-issue of Uniform

a. There are certain circumstances beyond a Service Person’s control, which will result in requiring a different size of uniform to that which they have previously been issued. These circumstances include, disability, impact of chronic conditions, menopause and post-pregnancy[1].

[1] Policy regarding the exchange of uniform post-pregnancy is contained at para 3815.e.

b. Personnel who need to exchange their uniform because of special circumstances outside of their control are entitled to do so. Examples include; disability, impact of chronic conditions and menopause, which may cause physiological changes. They are also authorised to free tailoring of No1 uniform and No2 uniform (mess kit), however, if this is not possible on the advice of a tailor, a re-issue of either or both uniforms is authorised. Personnel are authorised to one publicly funded uniform alteration (for each uniform) or re-issue in the 2-year period following their diagnosis.

c. All scaled uniform[2] is available for exchange or alteration. A pragmatic approach should be considered to reduce potential waste as a full exchange may not be required. Authorisation from a Healthcare Practitioner[3] is required to support claims. The signed authorisation form at Annex 38C is required for all cases.

d. It is recognised that personnel could experience more than one of these circumstances during their Service career, as such, all requests should be reviewed on a case-by-case basis.

3809. Wearing of Uniform

a. Unless otherwise directed, all officers, ratings and other ranks shall wear uniform:

(1) As prescribed, when on duty (but see 3808d).

(2) As required when serving as a Naval or Defence Adviser or Attaché.

(3) As required when serving with the Armed Forces of other countries.

(4) If desired, in public using the guidelines laid down at Para 3810.

b. Members of the Reserves shall wear uniform when:

(1) On duty, but see 3809d.

(2) Attending a function or ceremony at which the wearing of uniform is appropriate.

(3) If desired, in public using the guidelines laid down at Para 3810.

(4) Acting as RNR Liaison Officers in the WWE, NE, SNI and EE regions when undertaking a Military Support and/or Resilience Function in which uniform and rank is of particular importance.

c. Royal Navy personnel attending civilian educational institutions such as universities shall not normally wear uniform unless participating in training exercises, parades or functions.

[2] Chapter 39 - Outfit and Kit Scales (Annex 39B – Officers / Annex 39C – Ratings).
[3] Healthcare Practitioner includes Medical/Nursing Officers, Civilian Medical Practitioners, Practice Nurses/Nurse Practitioners, Physiotherapists and NHS Medical Practitioners (for Reserve personnel only).

d. The Daily Working Rig (DWR) for all personnel at sea and in harbour is RIG22. As such, there is no longer a requirement for the OOD (including DPO, Gangway Staff and other members of the Harbour Duty Watch) to routinely wear either No. 1 Uniform or Tropical Uniform when Duty.

e. If a Ceremonial Sunset, Guard Officer and Guard, Gangway Side Party, and other supporting personnel, (i.e. Car Door Openers) are required to take part in a pre-planned ceremonial event whilst alongside, personnel from members of the Ship's Company (and not the OOD and Duty Watch) are to be nominated to perform the ceremonial function, in either No. 1 or Tropical Uniform, as appropriate.

f. Application to wear uniform whilst on leave outside the UK shall be made through the appropriate Chain of Command.

g. Certain civilians employed by the Ministry of Defence, such as non-industrial personnel serving in RFAs and some overseas exchange appointments as well as accredited war correspondents, may wear appropriate uniform, as authorised by the relevant administrative authority.

h. Former members of the Royal Navy may wear uniform on state or other occasions of ceremony, provided it is in the best interests of the Service to do so. It should be noted that it is illegal for anyone who is not a former member of the Royal Navy, the proof of which lies upon the individual, to:

(1) Wear a Naval or any other uniform that is so similar to the real uniform that it might be mistaken for it.

And

(2) Wear a distinctive mark relating to service performed, wear a service medal, ribbon, badge, decoration/order or imitation thereof, or any other that is awarded for campaign service or any imitation thereof, that is likely to be mistaken for any such mark, medal, ribbon, badge decoration or order.

i. **Royal Naval Volunteer Band.** Members of Royal Naval Volunteer Bands, who are not themselves serving members of any Military Service or other non-military uniformed Service such as the Police/Fire Brigade etc., may wear a uniform as laid down in Annex 39F when on Service recognised band engagements, given they are representing the Royal Navy in the Public Eye. Furthermore:

(1) Retired officers and ratings who are members of an RN Volunteer Band may, at the discretion of the VBO, wear uniforms according to the rank held on retirement.

(2) Any retired officer or rating who finds themselves required to wear uniform is to uphold the values and standards expected of the Royal Navy in the public eye. Uniform is to be maintained in good order, and the individual must conform, in full, to the current dress and appearance standards expected of serving members.

j. **RN Personnel Employed in Joint Operations.** Members of the RN/RM who are employed in Joint Organisations and who are under a non-RN/RM Command are to wear only RN/RM uniform and accoutrements. Under no circumstances should an RN/RM serving member wear uniform/headgear of another Service. Local tactical badges/flashes, however, may be worn.

3810. Wearing of Uniform in Public

The Navy Board strongly encourages the wearing of uniform in public, taking into account the security advice. In doing so it is clear that the highest standards of dress and bearing are required. It is therefore incumbent upon all those wearing uniform to be aware that it is their duty not to bring the Service into disrepute as a result of their demeanour or actions, or otherwise to impact adversely on the efficiency or reputation of the Armed Forces.

3811. Wearing of Uniform in Foreign Countries

a. This regulation does not apply to individuals or units serving with a British force or mission, etc. where specific regulations will apply.

b. Service personnel, on or off duty, may wear uniform in foreign countries at Commanding Officers discretion. In addition, individuals must:

(1) Obtain permission from the local British Embassy of High Commission.

(2) Observe all relevant security instructions and requirements, including travel to and from the foreign country concerned.

3812. Uniformity in Dress

When taking part in a Joint Service parade or function, Royal Navy personnel shall be required to wear the equivalent order of dress, in line with the other Services, as laid down in the Joint Services Ceremonial Dress Tables (JSCDT) at Chapter 43 and promulgated before the event.

3813. Wearing of Plain (Civilian) Clothes

a. Civilian (plain) clothes shall be worn as directed when on duty in the Ministry of Defence and on other occasions when appropriate. Royal Navy personnel in plain clothes shall present a neat and well-groomed appearance in accordance with the provisions of this Section.

b. Marks of respect are to be paid when wearing plain clothes in accordance with BRd 1834, *RN Ceremonial and Drill*.

c. The Royal Navy Identity Card, MOD Form 90, must always be carried when wearing plain clothes.

d. Visible civilian items of apparel shall not be worn with uniform except where specifically authorised in these orders. Similarly, items of uniform shall not be worn with civilian attire except for items such as gloves, which do not explicitly identify the wearer as a member of the Royal Navy.

e. The kilt, (Scottish, Irish, Welsh, Cornish, Manx), with appropriate socks, shoes and accoutrements, may optionally be worn by entitled personnel when attending mess functions at which Number 2B or 2BW dress is ordered. Entitled Service Personnel (Officers and Senior Rates) may wear equivalent long skirts. As they are not part of official uniform, in common with mess boots and boat cloaks, kilts will not be provided at public expense.

f. Civilians may wear items of uniform such as caps and berets with badges in public displays, performances and at special events, provided that such action is not to the detriment of the Royal Navy. In particular:

(1) By custom, ex-Service personnel may wear caps or berets with badges on remembrance and memorial occasions.

(2) Historical re-enactment groups and staff in preserved historic ships are to be authorised to wear obsolete uniforms.

g. Chaplains in the exercise of their religious duties may wear ecclesiastical and academic clothing as appropriate over, or in lieu of, uniform.

3814. Royal and Honorary Ranks and Appointments

a. Members of the Royal Family holding Royal and honorary appointments in the Royal Navy shall receive an initial issue of uniform at public expense.

b. An officer holding such an appointment or honorary rank is authorised to wear the current uniform, rank insignia, accoutrements and accessories applicable to that appointment or rank.

c. No. 1 dress is to be provided, on request, from the existing DC Team contract. Lesser orders of dress may be obtained on temporary loan, but Mess Undress must be provided by honorary appointees at their own expense.

3815. Wearing of Maternity Uniform (Fig 38-1a and Fig 38-1b)

a. The aim of maternity uniform is to provide a professional, smart and yet comfortable alternative to regular uniform that can be worn throughout pregnancy. The wearing of maternity uniform by pregnant Royal Navy personnel is compulsory when they can no longer fit comfortably into their service uniform. The only exception is when written authority is given by the Medical Officer for an individual to wear plain clothes for medical reasons. On occasion it may be necessary for certain conditions or occasions to be assessed by the pregnant individual's Chain of Command (CoC) in order to adopt an appropriate 'equivalent' state of dress. In these circumstances, common sense must prevail and further guidance beyond these regulations can be obtained from the regional Maternity Cells.

b. Pregnant Service personnel will be allowed some flexibility as to how they wear their maternity uniform. The individual garments (dress, trousers, short-sleeved shirt and cardigan) may be worn in any combination. Shirts are to be worn outside trousers. The short-sleeved shirt is to be worn open necked without a tie. The maternity uniform will routinely be worn with the usual service insignia of rank/rate badges (including regulating crown for RN Police), hosiery, shoes and head dress. No mixed wear of items of standard and maternity uniform other than these insignia/accessories is allowed. A white dress is available for those in clinical appointments. The following guidance is given for line managers:

(1) **Headdress.** Certain pregnancy conditions may be exacerbated by the wearing of head dress. Pregnant individuals may request, through their CoC, to their CO (or equivalent), to be exempted from wearing head dress, or to limit the amount of time it is worn.

(2) **Footwear.** Foot and ankle swelling can be common in pregnancy, making the wearing of standard service footwear uncomfortable. In such cases, pregnant individuals may request to wear non-issue shoes. Shoes must be of plain design (no details or external stitching), black, flat 'ballet pump' or low-heeled style.

(3) **Tights.** The wearing of tights is not mandatory with maternity dresses. The wearing of tights with maternity dresses is a personal choice only. Where tights are not worn, 'pop socks' or plain black ankle socks may be worn; examples of appropriate socks are at figures 38-1.c and 38-1.d.

(4) **Ceremonial or Formal Occasions.** Pregnant personnel are not to be excluded from any event as a result of them wearing maternity uniform. When No. 1 or No. 2 dress or equivalent is ordered, a pregnant individual may wear her blue maternity dress or request to wear smart civilian maternity attire where it is deemed more appropriate to the occasion. The wearing of civilian maternity wear on duty remains entirely at the discretion of the unit CO or equivalent.

c. Pregnant individuals (including Maritime Reserves) are issued with a maximum of four 'tops' in a combination of dress, short-sleeved shirt and trousers, plus cardigan. Combinations available are:

(1) Four dresses.

(2) Three dresses, one shirt, one pair trousers.

(3) Two dresses, two shirts, one pair trousers.

(4) One dress, three shirts, one pair trousers.

(5) Four shirts, two pairs trousers.

d. Nursing and Dental Staff may opt for four clinical white dresses or the combinations detailed in sub para c above.

e. **Entitlement to Exchange Uniform on Return From Maternity Leave.** Service personnel are authorised to exchange uniform items free of charge at public expense without signs of ‘fair wear and tear’ on return from maternity leave.

(1) Entitlement will be 24 months from the date maternity leave commences.

(2) All scaled uniform items (Annex 39B and 39C) are available for exchange or alteration. A pragmatic approach should be considered to reduce potential waste as a full exchange may not be required immediately. JPA proof of leave/assignment order may be required for exchange.

(3) **No. 1 and No.2 Uniform (Mess kit).** Should be altered in the first instance. However, it may be exchanged free of charge if advised to do so by the tailor/contractor.

Figure 38-1a. Wearing of Maternity Uniform

Figure 38-1b. Wearing of Maternity Uniform

Figure 38-1c. Pop Socks Examples

Figure 38-1d. Ankle Socks Examples

f. **Items available for demand via clothing catalogue**

TL Number	NSN RN (Dark Blue)	Size
TL1064506	8410-99-680-2239	68
TL1064507	8410-99-680-2240	72
TL1064508	8410-99-680-2241	76
TL1064509	8410-99-680-2242	80
TL1064510	8410-99-680-2243	84
TL1064511	8410-99-680-2244	88
TL1064512	8410-99-680-2245	92
TL1064513	8410-99-680-2246	96

3816. Provision of Sports Bras for RN Personnel

a. The RN requires all personnel to maintain fitness and undertake regular physical exercise. Research has shown that an ill-fitting bra can significantly impair support and breast health during arduous physical activity.

b. All RN and RM personnel who require a sports bra for support during physical training, sport, Physical Education and PES are authorised to source up to two sports bras (**per year**) and claim back the cost, up to a maximum of £50 per bra. This will be revised when a long-term supply contract has been negotiated and is in place.

c. Personnel are authorised to source their own sports bras in line with the following criteria:

(1) Items are to be purchased from a reputable bra provider, and a fitting service is to be used. Users are advised to give examples of the type of exercise that they will be undertaking to help ensure appropriate level of support. Online services are available.

(2) Individuals are responsible for ensuring that the selected bra offers sufficient support for all levels of physical training.

(3) Claims are to be made in accordance with Annex 38E.

d. Pre and post-partum personnel are entitled to purchase two additional sports bras due to the change in body shape over this period. A maximum of four sports bras may be purchased in any 12-month period.

3817. Sea Cadet Corps and CCF (RN-RM) Officers and Ratings/Other Ranks

a. Sea Cadet Corps and CCF (RN-RM) officers and ratings/ORs may wear the equivalent RN or RM uniform provided that all such uniforms bear ‘cadet insignia’ which distinguish them from their regular counterparts. The wearing of such uniforms does not confer other rights and privileges that might normally be accorded to regular or reserve personnel unless stated elsewhere. The entitlement to wear uniform, at public expense, is in the form of a concession from the Ministry of Defence and confers non-Crown Servant status (either military or civilian) on the wearer.

b. Sea Cadet Corps and CCF personnel should only wear uniform when:

(1) On duty.

(2) Attending a function or ceremony at which wearing of uniform is necessary.

(3) The uniform scales for Sea Cadet Corps and CCF personnel are contained in Appendix 2 of Sea Cadet Regulations and Combined Cadet Force Regulations (AC72133).

3818. Special Measure Uniform

Special measure uniform is only to be authorised when there is discernible evidence that the change in physical size is attributable to either natural growth or a physical fitness change in muscle bulk. Other requests for special measure should firstly be referred to the local Medical Officer.

3819. Smoking, Eating and Drinking Alcohol when in Uniform in Public

a. The deportment, appearance and conduct of all officers and ratings/ORs, whether in uniform or in plain clothing, on or off duty, shall on all occasions reflect credit on the Royal Navy and upon the individual. It is the responsibility and duty of all those in authority to ensure that the policies, regulations and instructions contained herein are to be adhered to.

b. Service Personnel are encouraged to wear uniform in public unless it has been deemed impractical or unsafe to do so for service reasons or security considerations as communicated down through the CofC.

c. While smoking, drinking and eating whilst wearing uniform in public outside of military bases is not forbidden, including for example on public transport, at motorway services or at a railway stations or airports, personnel are to observe the following:

(1) Individuals must smoke, eat or drink in a discreet manner by using the appropriate facilities, (i.e. restaurant, café, lounge, seating areas, designated smoking/vaping areas, etc.), and whilst doing so should remain static in that location.

(2) Individuals are not to smoke, eat or drink whilst walking and transiting through public areas, such as city/shopping centres or public/recreational parks.

(3) Whilst wearing uniform in public head dress is to be removed. Individuals are reminded that the correct way to pay and observe marks of respect, whilst not wearing head dress, is by standing smartly to attention, until it has been acknowledged by the senior. There is no need to replace head dress to do so, however, head dress must be replaced as soon as the individual finishes smoking, eating or drinking and prior to leaving smoking, eating or drinking and prior to leaving the designated area.

d. When transiting in uniform Service personnel are not to use mobile phones; there are areas designated for these activities in all ships and/or military establishments.

e. **Smart and Presentable Appearance.** Officers and ratings/ORs in uniform shall be well groomed with smart and properly pressed uniform and clean footwear. In particular, buttons, fasteners and zips shall be kept closed; pockets shall not be bulged; personal items such as glasses, sunglasses, pens, pencils, key rings, Bluetooth Headsets, iPods or papers shall not visibly protrude from pockets nor be suspended from waist belts or pockets. Mobile telephones or bleepers, personal radios, tape or CD players and other such electronic equipment, shall not be visibly worn, or operated except when provided from Service sources for the performance of a specific duty where their ready accessibility is required.

f. **Consumption of Alcohol.** The consumption of alcohol while wearing uniform in public is to be limited to very specific circumstances, as authorised by the CofC, such as attending an official civic reception during a port visit, attending a wedding/funeral in uniform or an organised Public Military Event (PME) where uniform is encouraged to be worn. On all occasions personnel are reminded they are to conduct themselves iaw Para a. above.

g. It is the responsibility and duty of all those in authority to ensure that the policies and instructions contained herein this paragraph are adhered to.

h. **Jewellery.** Apart from wristwatches and cuff links where appropriate, no jewellery, friendship bracelets or visible chains (including bracelets, necklaces and anklets) are to be worn with uniform other than those listed below. Wristwatch straps and cuff links are to be non-garish and conservative by design (see also Para 3822 sub para v):

(1) Signet, engagement and wedding rings for male personnel.

(2) Signet, engagement and wedding rings, and a single small plain silver or gold sleeper or stud (not more than 6mm in diameter) earring in the centre of each earlobe for Servicewomen. Conservative pearl studs may be worn with No. 2 Mess Dress/Undress.

(3) When in Ward Dress a wedding ring is the only item of jewellery permitted to be worn by QARNNS personnel.

(4) A single charity wristband may be worn by personnel in working uniform but not in No. 1 uniform. Due consideration must be made with regards to the health and safety of individuals working in places where the wristband could become a snagging hazard. In accordance with QRRN, it remains for the Commanding Officer to decide upon the overall suitability of any particular wristband.

(5) Local Orders for Royal Guards or other occasions of major ceremony may further limit items of jewellery to be worn.

i. **Body Piercing.**

(1) Other than those items detailed at Para 3818 sub para c above, no form of jewellery is to be worn on the body. Even where a part of the body has been pierced or prepared, whether for any ring, stud or sleeper, no such items are to be worn when in uniform or on duty. Body piercing does not include the piercing of the earlobe for the wearing of a stud or sleeper.

(2) Any scarring, such as that caused by a 'flesh tunnel' or other body decorations, injury, infection or illness caused as a result of body piercing, or through the wearing of any form of body jewellery (other than that permitted in these regulations), and with the exception of any minor legacy scarring acquired prior to enlistment, will be deemed to have been self-inflicted and will be dealt with as a disciplinary matter which may ultimately lead to an Administrative Discharge if any of the criteria at para 3818 sub para g sub para (2) cannot be met.

(3) For clarification, a 'Flesh Tunnel' is that specific form of self-inflicted scarring which occurs following the insertion of (usually) every increasing in size circular 'stretchers' which, over time, produce a larger and larger earlobe. When such stretchers are removed, a large and visible hold (the flesh tunnel) remains.

j. Similarly, when in plain clothes, the wearing of body jewellery and trinkets whilst on board or on duty is not permitted, nor at any other time when likely to reflect adversely upon the Royal Navy. Body jewellery represents a risk to individual safety in the event of an incident.

k. **Body Art (Tattoos and Other Forms Including Scarification and Flesh Tunnels)**

(1) Following a recent review, the Service tattoo policy has changed. Easing the restrictions on tattoos for both potential recruits and serving personnel, whilst maintaining professional standards, is entirely consistent with the Royal Navy being an organisation that reflects the society it lives in and protects.

(2) Tattoos on the neck and throat are now permitted. Tattoos that encroach on the ears and face may be considered, following prior consultation with Navy Exec SO3

(3) Tattoos and all other forms of body art (including scarification, flesh tunnels and any other deliberate body scarring) are deemed **unacceptable** if they are judged by the Commanding Officer, or at the recruiting stage by the Recruiting Officer, to meet any **one** of the following criteria:

(a) If they are visible on the face in a front view passport photograph.

(b) Irrespective of its **size or position on the body**, a tattoo will be obscene and unacceptable if it refers to or depicts an image of:

i. A sexual act.

ii. Extreme pornographic behaviour.

iii. Violence of any kind.

iv. Drugs.

v. Racism.

vi. Political views.

(c) This list is by no means exhaustive but covers the main areas that deciding authorities must consider in making their decision.

(d) **Irrespective of its size or position on the body**, a tattoo will be offensive and thus unacceptable if, by its nature, it has the purpose or effect of violating another person's dignity or creating an adverse environment for others (for instance because it refers to or depicts an image relating to a protected characteristic of gender, sexual orientation, race, religion, disability or age). A tattoo should only be considered to have such an effect if, having regard to all the circumstances, it can be viewed as offensive by an objective standard.

(e) Any tattoo which does not meet one or more of the criteria above but which, **in the opinion of the individual's Commanding Officer or a Recruiting Officer**, is nevertheless, by virtue of its size, position or nature, unacceptable and detrimental to the Service, for example, a message or inappropriate image on the hand which would be seen when saluting.

(f) Any tattoo which does not meet one or more of the criteria above but which, in the opinion of the individual's Commanding Officer or a Recruiting Officer, is nevertheless, by virtue of its size, position or nature, unacceptable and detrimental to the Service, for example, a message or inappropriate image on the hand which would be seen when saluting.

(g) In the specific case of tattooed eyebrows, these are permitted provided that in the opinion of the Commanding Officer or Recruiting Officer they appear as two discrete eyebrows and are deemed suitably realistic and inoffensive.

(h) A flesh scar or small flesh tunnel may be possible to be covered in order to allow the healing process to occur, however any scar or flesh tunnel which does not heal will need to be considered in accordance with the conditions above and may ultimately lead to Administrative Discharge.

(4) Serving personnel who presently have tattoos, scars of a flesh tunnel which contravene the regulations will be dealt with on a case-by-case basis by the chain of command who will make a judgement based on when the item was acquired and under what circumstances. Personnel acquiring tattoos, scars and flesh tattoos that contravene this policy will be invited to have their tattoos removed at their own expense or for a flesh tunnel to 'close'. Acquisition of tattoos, scar or flesh tunnels in contravention of the regulations and policy will result in disciplinary action and subsequent failure to remove them is most likely to result in administrative discharge after an appropriate period on warning

(5) The deciding authority on the appropriateness of tattoos for SP, including those on the neck and throat tattoos, is the Commanding Officer and for potential recruits the Recruiting Officer

(6) Where any doubt exists or clarity is required, Navy Exec SO3 should be contacted with photographic evidence indicating the detail of the tattoo. Navy Exec SO3 must be consulted where tattoos encroach on the ears and/or face.

(7) Head of Recruit & Attract to be arbiter for potential recruits in the recruiting phase.

3820. Service Personnel Hair Policy

a. As societal norms evolve, appearance policy is routinely reviewed to ensure that the RN remains an attractive, inclusive and modern employer. Recent changes to ease appearance restrictions have been well received and have had no negative impact on warfighting capability, reputation or safety. Feedback from Service Networks, complaints from Service personnel and informal reports from RN recruiters suggest the need to go further to reflect those societal norms to help us attract, recruit and retain personnel.

b. **Policy.** The following are permitted for RN personnel regardless of gender when wearing uniform or plain clothes on duty.

c. **Hair.** All hairstyles shall be kept neat and tidy, demonstrating a professional appearance. They should be secured or styled back from the face. Braids, twists, corn rows, locks or an afro can be worn. The hairstyle must not impede your ability to wear appropriate uniform or to deliver operational outputs.

d. All hairstyles must be short enough not to extend below the lower edge of the shirt collar when worn down, or long enough to be worn in a bun or ponytail. In working rig, longer hair may either be worn in a bun, single ponytail, single braid or corn braids/rows, secured with conservative bands, grips, or hairpins, and nets of natural hair colour. Hair accessories such as beads shall not be worn. When tied up, hair lengths should not exceed the top of Rig 22 belt due to safety reasons.

e. **Colour.** Hair colour must be of an even natural colour and not detract from a professional appearance. Unauthorised pigments include, but are not limited to, purple, blue, pink, green, orange, bright red and fluorescent or neon colours

f. **Extensions.** Personnel may wear hair extensions, including weaves, and may also wear wigs, all of which must conform to the hair rules described above. When wearing a wig is not possible or practical, for example during strenuous physical exercise or firefighting, personnel may, at their discretion, wear a plain headscarf in a colour appropriate to the uniform being worn.

g. **Sideburns.** Sideburns shall not extend below the earlobe, shall be of even width, and shall be taper trimmed and squared to conform to the overall hair style.

h. Cultural and religious exceptions are detailed in BRd3 Ch38 Section 2.

i. **Facial Hair.** Commanding Officers shall permit all personnel to request to wear
full set beard and moustaches or moustaches.

(1) Beards are to be kept short and neatly trimmed, with particular care to ensure they are kept off the neck and cheekbones. They are to be even in coverage and neat in appearance, especially at the cheek line. The maximum acceptable length of a beard is to be Grade 8 (25.5mm).

(2) If only a moustache is worn, the upper lip is to be unshaven but neatly trimmed. The moustache is not to extend below the line of the lower lip, and not exceed beyond the width of the face.

j. The following guideline for facial hair must be maintained:

(1) Length must be between Grade 1 (2.5mm) and Grade 8 (25.5mm).

(2) Facial hair must be trimmed off the neck and cheekbones.

(3) Patchy and uneven growth is prohibited.

(4) Colour must be natural and not exaggerated.

(5) The moustache is not to extend below the line of the lower lip and is not to exceed beyond the width of the face.

k. The following characteristics will remain deemed to be unacceptable:

(1) **'Designer Stubble'.** Assessed as any beard length shorter than Grade 1 (2.5mm).

(2) **Beards of Uneven Growth (e.g. 'scrappy').** The definition of 'scrappy' remains a subjective judgement of the Command and delegated representatives.

(3) **Extended or 'hipster' Beards or 'handlebar' Moustaches.** The definition of Extended or Hipster remains a subjective judgement of the Command and delegated representatives

(4) **Beard Colour.** The colour of facial hair is to be natural in shade.

l. **Growth Time.** The maximum period in which an individual is expected to grow a sufficiently thorough full set beard or moustache only is 2 weeks and should be preceded by a request through the Divisional Officer to "set the clock". Service Personnel are not to enter back-to-back or sustained periods of 'growth time' by shaving mid-way through, or at the end of this period so as to reset the clock. If an individual attempts to grow a beard and/or moustache and it's not acceptable, they cannot attempt again for 3 months. It is within the subjective judgement of the Command (and delegated representatives, namely all personnel with a responsibility of authority) to define an acceptable appearance of a beard or moustache, as much depends on the features of the individual.

m. **Religious or Faith Reasons.** Where facial hair is grown as a tenet of a faith by a genuine adherence to that faith, it may be grown in excess of the limit described above. Such facial hair may require to be trimmed or tied up or even removed if it undermines the health and safety of the wearer or others in the unit or should it undermine the operational effectiveness of the unit, especially IAW para q below. Any faith or practice must be clearly established by an individual.

n. **Health and Safety.** Hair styles should not impact an individual's ability to conduct their general duties, or when carrying out roles in a CBRNDC environment. Consideration should be taken to reduce the risk of personal injury when hair is worn down.

o. Hair extensions, wigs and head scarves should be a non-synthetic material and should be removed when conducting fire-fighting duties.

p. **CBRN Threat.** The Commanding Officer retains the authority to determine the requirement for an individual to shave, based on the Operational requirement at that time. Once ARTS testing has been completed, COs **ARE** to order the shaving of beards when the CBRN threat level is MEDIUM or higher. Other occasions, such as Operational Sea Training and/or similar exercises, in which the CBRN threat is LOW will not warrant the requirement to shave. If the individual refuses to modify their facial hair (or head dress) to the extent necessary to maintain their own safety and Operational Capability, then they **may** be disciplined. Should they continue to refuse, commanders should consider not deploying that individual into theatre or removing them from theatre if already deployed. Disciplinary action and non-deployment are **in extremis** measures that should be adopted incrementally.

q. **Royal Naval Air Stations.** In RNAS Fire Stations and Royal Naval School of Flight Deck Operations (RNSFDO) service persons must also comply with Defence Fire Operational Instruction 036 for facial hair. RNAS Fire Station Managers reserve the right to instruct individuals to remove facial hair if they are unable to demonstrate a Breathing Apparatus face seal.

r. **Ceremonial Duties.** When wearing ceremonial uniform, hair shall be well-groomed and secured or styled back from the face. Long hair should be worn up in a bun and properly secured in a neat and tidy fashion using conservative bands/ties, grips, hairpins, and nets, of natural hair colour. This is also to be adhered to, when ordered, for ceremonial/parade rehearsals and training in all orders of dress.

s. For minor ceremonial events when wearing uniform (such as 1B, 1C, 3A) individuals should not need to change facial appearance. However, for major ceremonial and Public Military events, the Commanding Officer may order the alteration of facial hair.

g. In addition to the guidance at Para 3819 sub para e, the Command may order individuals to shave off beards deemed inappropriate for a Service Parade of any nature.

3821. Unallocated

3822. RM Personnel Workforce Appearance

a. **Hair**. Hair shall be neatly groomed; taper trimmed at the back, sides and above the ears to blend with the hairstyle. On the top of the head, it shall be no more than 12 cm in length and sufficiently short at the front and sides that when the hair is groomed, and head dress removed, no hair shall touch the ears or fall below the top of the eyebrows. It shall be kept above the shirt collar. Cultural and religious exceptions are described within this chapter.

(1) Hair shall be no greater than 4 cm in bulk at the top of the head, with the bulk decreasing gradually from the top and blending with the taper-trimmed back and sides. Bulk is defined as the distance that the mass of hair protrudes from the scalp when groomed – with no hair products, as distinct from the length of the hair. Styling shall not present an exaggerated or non-conformist appearance, nor shall it interfere with the proper wearing of head dress. Excessively short hair can detract from a smart and well-groomed appearance; it may be permitted, however, at the discretion of the Commanding Officer or First Drill. Unnatural hair colours (i.e. those colours that are not within the colour range of the individual's natural hair colour) are not permitted.

(2) **Hair colour.** Hair must be of an even natural colour such as tones of blonde, brunette, brown, auburn, grey or black, and not detract from a professional appearance. Unauthorised pigments include, but are not limited to, purple, blue, pink, green, orange, bright red, and fluorescent or neon colours. In all cases ID cards must be representative of hair colour.

(3) **Sideburns.** Sideburns for RM Personnel shall not extend below halfway down the ear. It should be of even width and shall be taper trimmed and squared off to conform to the overall hair style.

(4) **Moustaches.** The maximum period in which an individual is expected to grow a sufficiently thorough moustaches is 2 weeks. If a moustache is worn, the upper lip is to be unshaven but neatly trimmed. The moustache is not to extend below the line of the lower lip action, and not exceed beyond the width of the mouth. The maximum acceptable length of a beard is to be Grade 8 (25.5mm). The definition of an 'excessive amount of time to grow' remains within the subjective judgement of the Chain of Command (and delegate representatives, namely the Unit/Coy HQ and all personnel in positions of authority (LCpl and above).

(5) Personnel who refuse to modify their facial hair where required by the Chain of Command following the application of the provisions above may be subject to administrative and / or disciplinary action.

b. **Beards/Facial Hair**. All RM Personnel are permitted to grow a full set beard, subject to the conditions below and to the requirement to notify their Chain of Command in advance, via a formal written request. Beards are to be kept short and neatly trimmed, with particular care to ensure they are kept off the neck and cheekbones. They are to be even in coverage and neat in appearance, especially at the cheek line. It is within the judgment of the Chain of Command (LCpl and above, as delegated by the CO), to assess the acceptable appearance of a beard. The Chain of Command will make a judgment based on sight and will not physically measure an individual's beard. Daily beard inspections are discouraged. The Chain of Command should assess beards according to the following criteria and the graphics within this paragraph.

(1) **Growth time.** The maximum period in which an individual is expected to grow a sufficiently thorough full set beard is 2 weeks. Personnel are permitted to grow their beards whether or not they are on duty. Service Personnel are not to enter back-to-back or sustained periods of 'growth time' by shaving mid-way through, or at the end of this period so as to reset the clock. If an individual attempts to grow a beard and it's not acceptable, they cannot attempt again for 3 months.

(2) **Maintenance.** Beards and moustaches shall be kept neatly trimmed especially, in the case of beards, at the lower neck and cheekbones. or moustache, as much depends on the features of the individual. As a guide, however, the following characteristics are not acceptable:

(a) **'Stubble'.** Stubble is only permitted within the 2-week growth period and is assessed as any beard length shorter than approximately Grade 1 (2.5mm). However, it must be communicated to the chain of Command prior to growing.

(b) **Beards of Uneven Growth/Coverage (e.g. 'scrappy').** The definition of 'scrappy' remains within the subjective judgement of the chain of command (and delegated representatives, namely the Coy/Unit HQ and all personnel in positions of authority (LCpl/Cpl and above)).

(c) **Extended or 'hipster' Beards or 'handlebar' Moustaches.** Extended or 'hipster' beards or 'handlebar'/extended moustaches are not permitted.

(d) **Beard colour.** The colour of facial hair is to be natural in shade.

(e) **Religious or Faith Reasons.** Where facial hair is grown as a tenet of a faith by a genuine adherence to that faith, it may be grown in excess of the limit described above. Such facial hair may require to be trimmed, however, or be tied up or removed if it undermines the health and safety of the wearer or others in the unit, or if it undermines the operational effectiveness of the unit. Any faith or practice must be clearly established by an individual and not simply deemed as having been undertaken in order to defy the regulations contained within this BR.

(f) When the safety of an individual might be jeopardised by their beard or moustache, such as in the wearing of oxygen or gas masks, it shall be modified in such a fashion as to accommodate the type of equipment to be worn.

c. **CBRN Threat.** The Commanding Officer retains the authority to determine the requirement for an individual to shave, based on the Operational requirement at that time. Once ARTS testing has been completed, COs are to order the shaving of beards when the CBRN threat level is MEDIUM or higher. Other occasions, such as Operational Sea Training and/or similar exercises, in which the CBRN threat is LOW will not warrant the requirement to shave. If the individual refuses to modify their facial hair (or head dress) to the extent necessary to maintain their own safety and Operational Capability, then they may be disciplined. Should they continue to refuse, commanders should consider not deploying that individual into theatre or removing them from theatre if already deployed. Disciplinary action and non-deployment are in extremis measures that should be adopted incrementally.

d. **Ceremonial.** The Chain of Command (not to be delegated below the CO & First Drill), retains the authority to order any individual (including those wearing a beard for religious or cultural reasons) to shave or modify their facial hair for occupational, operational or safety requirements or where an individual has not complied with the provisions laid out (and where they are not wearing a beard for religious or cultural reasons in accordance with this chapter). After the Parade has concluded, those who want a beard again will have to reapply via the Unit/Coy/Sqn request form and gain approval again. Those who do not seek formal approval are subject to disciplinary action. Notification may be made orally or in writing. Minor Ceremonial events when wearing uniforms such as Lovats & Half lovats (1B,1C, 3A) individuals do not need to change facial hair appearance, however Major Parades when wearing Blues (1A) & Mess Dress (2A) such as London/Units Parades or any Public duties, the Commanding Officer & First Drill hold the decision to remove facial hair.

e. **Royal Naval Air Stations.** In accordance with the instructions of the Chief Fire Officer, all Naval Aircraft Handlers employed at RNAS fire stations, or involved with fire-fighting training at the RNSFDO, are to be clean shaven.

(1) Beards or moustaches shall be shaved off if the conditions within this chapter cannot be met.

(2) Beards should be of a length that does not extend beyond the top part of the collar front of a service shirt. More specifically, if the individual was wearing a shirt and tie, the beard would not obscure the knot of the tie. The breadth of the beard should not exceed the maximum width of the line between the RM serviceman's ears.

f. **Recruits/Young Officers.** Whilst under training - Phase 1&2, All workforce that are currently under training in Phases 1&2 are not permitted to grow a moustache or a Beard.

g. **RMBS.** The RMBS CTM reference the change of policy for Servicewomen's hair.

h. **Beards.**

(1) Apply chit to CSM for OR's.

(2) Apply to Adj, 2IC or CoS for Officers.

(3) Growth time – 2 Weeks

(4) Minimum length – 2.5mm

(5) Max length – 25.5mm

(6) Eligible – Serving Officers/OR's, FTRS, Reserves.

(7) Not Eligible – YO's/Recruits/RMSoM whilst in training.

i. **Moustache.**

(1) Apply chit to CSM for OR's.

(2) Apply to Adj, 2IC or CoS for Officers.

(3) Growth time – 2 Weeks

(4) Minimum length – 2.5mm

(5) Max Length – 25.5mm but top lip showing.

(6) Width – Edge of Mouth.

(7) Depth – Neatly groomed, able to see top lip.

(8) Eligible – Serving Officers/OR's, FTRS, Reserves.

(9) Not Eligible – YO's/Recruits/RMSoM whilst in training.

j. The following graphic provides an example of acceptable facial hair:

(1) Only a full set beard will be allowed.

(2) Length must be between Grade 1 (2.5mm) and Grade 8 (25.5mm).

(3) Facial hair must be trimmed off over the cheekbones and neck.

(4) Patchy and uneven growth is not allowed.

(5) Colour must be natural and not exaggerated.

k. The following examples are not acceptable:

3823. Glasses and Sunglasses

a. In line with key NATO allies and to protect eyes from UV rays, RN personnel are authorised to wear sunglasses while wearing uniform ashore, whether within or external to shore establishments. This authorisation is year-round and all-encompassing, without temperature or brightness caveats which would become unwieldy to manage. Shore establishment Commanding Officers shall, so far as possible, adhere to this direction but local orders **are** to reflect safety considerations e.g. weapon handling etc.

b. The following criteria are to be adhered to:

(1) Both glasses and sunglasses shall be of conservative design. Sunglasses lenses are to be a single shade of black, without manufacturer logos on the temples/arms.

(2) Carrying cases shall not be visibly carried in or on uniform dress.

(3) Personnel who normally wear glasses may wear either conventionally framed prescription sunglasses or conservatively styled clip-on sunglasses when conditions and circumstances dictate.

(4) Sunglasses and photochromatic (reactive style) glasses are **not** permitted on ceremonial parades.

(5) Mirrored lenses or half silver mirror are **not** to be worn by personnel in uniform.

c. The wearing of sunglasses in sea-going units, whether alongside or at sea, shall, so far as possible, follow the above direction. The final decision remains at the CO's discretion however and shall take into account safety and other considerations which are to be recorded in local orders.

3824. Wearing of Clothing Items

a. **Peaked Cap.** The cap shall be worn square on to the head with the tip of the peak in line with the eyebrows. The seam of the woven band, on which the cap badge is sewn, shall be in line with the seam inside the back of the cap. The centre of the cap badge shall be in line with the seam at the front of the cap cover.

b. **Cap Covers.** Cap Covers shall be white plastic. Officers only are permitted to wear cotton cloth cap covers in normal daily wear but shall only wear plastic cap covers on Ceremonial Parades and Reviews.

c. **Brown Leather Gloves.** Brown leather gloves are intended for wear by officers and Warrant Officers with greatcoats only. They shall not be worn on Ceremonial occasions unless specifically ordered by the Senior Officer. An Officer of the Guard, however, shall wear brown leather gloves when the occasion requires the ratings of the Guard to be wearing white gloves.

d. **White Gloves.** White cotton gloves will be worn by ratings forming a Guard and on other ceremonial occasions when ordered and issued. An officer will only wear white gloves when parading as the King's Colour Officer in a Guard of Honour or Street Lining detachment, irrespective of the time of year.

e. **Gloves.** Can be worn with Rig 22, but must be predominantly black or dark blue and free from distinctive insignia other than the RN logo.

f. **Tricorn Hat.** Tricorn hats are to be worn square on the head with the brim parallel to the ground and with no hair showing.

g. **Seaman's Cap.** The Seaman's Cap is to be worn square on the head. The central letter on the cap tally (including the letters HMS where present) is to be over the bridge of the nose; the bow is to be tied smartly to sit above the left ear. Chin stays, when down, are to fit flat to the face and pass just in front of the ears.

h. **Beret.** The beret shall be worn evenly on the head, with the sweatband 2.5 cm above the eyebrows, the badge centred over the left eye, and the crown pulled downward to the right. The break of the sweatband shall be worn centred at the back of the head, with no drawstrings visible. Royal Navy personnel entitled to wear a green beret may do so in lieu of a blue one where appropriate.

i. **Turban.** The turban and cap badge or cap tally are to be worn as detailed in Para 3827 sub para c, Para 3827 sub para e and Annex 38A.

j. **Jackets and Class II Jumpers.** Jackets and Class II Jumpers shall always be worn fully buttoned or zipped up. Elasticated drawstrings are to be pulled tight and cut to length.

k. **Ties.** Ties shall be knotted neatly and shall be kept tight at the collar. The tie shall not be tucked into the shirt where a jacket or jersey is not worn. Tie pins and clips are to be plain silver, gold, ship's own or Service related (conservative). Knitted ties are not permitted on ceremonial parades.

l. **Belts and Clasps.** Belts and clasps are to be service issue only, current ships crest or shield type clasps are permitted as well as fighting arm clasps.

m. **Jersey.** Jerseys shall be worn with the sleeves rolled down. When worn over a shirt with a tie the tie knot is to be plainly visible. When worn over an open necked shirt by JRs only, the shirt collar is to be worn open outside the jersey.

n. **Skirts.** The skirt is to cover the kneecap but shall not extend further than 5cm below the bottom of the kneecap.

o. **Underwear.** White or skin coloured underwear, conservative in nature, is to be worn underneath white shirts, white PT shorts, and at all times when wearing tropical uniform.

p. **Hosiery.** All Servicewomen wearing blue uniform skirts shall wear plain black tights or stockings. Tights and stockings are not to exceed 15 denier.

q. **Footwear.** Footwear shall be kept clean and polished at all times. Court shoes; height of heel is not to exceed 2 3/4" or 6.5 cm and not be stiletto. Court shoes are to be worn only with skirts.

r. **Ceremonial Greatcoats.** Ceremonial Great coats are worn when ordered for ceremonial activity between 1 Oct and 30 Apr and will be issued from HMS EXCELLENT stores when approved by SCTO. Ceremonial greatcoats are to be buttoned to the neck when worn by officers and ratings, unless they are wearing Orders and Decorations, then the great coat can be worn opened at the neck; shoulder boards are to be fully sewn to the coat.

s. **Foul Weather Jackets.** Only Foul Weather Jackets and MTP waterproof jackets are to be worn. All other legacy variants of raincoats and windproof jackets are obsolete and should not be worn. Greatcoats should only be worn IAW BRd 3(1) Chapter 38 Para 3824 sub para r and BR 1834 0507 para A 6. Garments need not be zipped fully to the neck, but should, at all times, present a smart appearance. Elasticated drawstrings are to be pulled tight and tied or cut to length. When carried, coats are to be draped over the left arm. Hoods, if fitted, are not to be deployed unless in extreme weather conditions .

t. **Handbags.** Service issue handbags may be carried by Servicewomen but may not be carried by those fallen in as part of a formed body. Civilian handbags may be used that are of a plain black conservative design.

u. **Handkerchiefs.** Pocket handkerchiefs may be worn with No. 1 uniform but must not be worn on Ceremonial Parades. Colours must be conservative and plain.

v. **Umbrellas.** Umbrellas may be used with uniform in wet weather but must be predominantly black or blue and free from distinctive insignia other than the RN logo.

w. **ID Card Holder Lanyards.** ID card holder lanyards should be no wider than 15mm, predominantly dark blue in colour and of a non-garish nature. Lanyards representing recognised organisations should not be worn unless the individual is serving as a member of that organisation.

x. **Cummerbunds.** Ships' cummerbunds may be worn in Red Sea Rig or in lieu of black waistcoats when wearing 2B Mess Undress, at the discretion of the Mess President.

y. **Baseball Caps.** Baseball caps may be worn at the Commanding Officer's discretion at sea only.

z. **Backpacks/Rucksacks.** Backpacks/rucksacks must be predominantly black or dark blue and free from distinctive insignia other than the RN logo.

aa. **Name Badges.** The approved RN design name badge shall be worn on the bottom half of the tie when wearing No. 3A uniform and over the left breast pocket on No. 3B uniforms. NTfL (Name Tally for Life) are to be worn attached by Velcro on the left breast of Rig 22. Name badges will not routinely be worn on No. 1 uniform; however, Commands may locally authorise the wearing if they aid identification (e.g. at receptions, meet the public days, etc.).

ab. **Poppies.** Poppies may be worn to commemorate the National period of Remembrance from when the Royal British Legion launches the Poppy Appeal until the day after Remembrance (Armistice) Day. Only official Royal British Legion poppies are to be worn in uniform. Poppies are not worn by those on parade at the National Cenotaph Parade in London. Poppies are to be worn:

(1) **Officers and All Ranks.** With greatcoats on the left lapel if lapel down or pinned to the left breast if lapel is buttoned up.

(2) **Officers, WO and SRs.** On the left lapel buttonhole of No. 1 uniform.

(3) **RN Junior Rates.** Are to wear the poppy on the left side of the cap when in No 1 Uniform.

(4) **Officers SR's and JR's.** Secured to the left breast of the blue wool jersey when worn with No 3's.

(5) **Officers SR's and JR's.** Secured to the left breast pocket of short sleeve shirts or the tie when wearing long sleeve shirts, when in No. 3s.

(6) **Officers SR's and JR's.** Secured to the left breast of Rig 22 shirts.

(7) **Royal Marines and QARRNS.** are to wear the poppy on the left side of the cap or hat, and with berets beneath the beret badge.

ac. **Cufflinks.** No. 1/2 uniforms - Plain silver, gold, ship's own or Service related (conservative). No. 3s - Plain silver, gold, ship's own or Service related (conservative).

3825. QARNNS, RNR, RMR and SCC/CCF(RN) Officers and Ratings/Other Ranks

Apart from the differences in rank/rate and distinguishing insignia detailed in Chapter 39 and Chapter 40, reserve and cadet personnel should wear the same uniform as regular Service personnel.

3826. Wearing of MTP in the Royal Navy

a. Royal Navy personnel should wear Royal Naval uniform unless there are compelling environmental reasons to wear MTP. In this context, General Duty Rig Rig22 is the normal working rig for RN personnel whilst No. 3A/3C 'Half Lovats' or No. 3B Training Rig (MTP) is appropriate for RM personnel.

b. **RN Personnel.** The operational/working rig for RN personnel is to be No. 3s or PCS (No. 4s) as directed locally, supplemented as required by Service overalls/coveralls. Exceptionally, MTP may be drawn/task issued for wear as follows:

(1) Operations ashore where the operational commander judges:

(a) MTP is essential.

(b) When the distinction of Naval uniform represents an increased risk to the individual.

(c) In extremely hot climatic conditions (the definition of which is a matter of judgement for the Command but, as a guide, temperatures in excess of 29ºC would be assessed as appropriate).

(2) Operational training, exercises and adventurous training in the land environment.

c. **RM Personnel.** No. 4 dress for RMs is MTP and the nature and diversity of tasks conducted in operational units and CTCRM make it difficult to define precisely when activities should be completed whilst wearing No. 3A/3C 'Half Lovats'. In principle, the dress for operational, training and manual work for RM personnel is to be MTP. MTP may also be worn by members of the Joint Force Headquarters held at Extremely High Readiness. Other than in the circumstances above, the working dress for RM is to be No. 3A/3C 'Half Lovats'.

d. Changes to this policy should be submitted in accordance with Para 3708 of this publication for consideration by the Naval Service Clothing Committee.

e. The policy for wearing MTP for all Royal Navy personnel is as follows[4]:

(1) Combat jackets are to be worn tucked inside the combat trousers (exceptionally, if environmental conditions make it necessary COs have discretion to allow the jacket to be worn outside the combat trousers).

(2) Belts (blue) issued with OPTAG kit are to be worn with the trousers.

(3) Sleeves are to be rolled up to just above the elbow.

(4) Service issued brown tee shirts may be worn under the combat jacket.

(5) Rank/rate slides (Multi Terrain Pattern) are to be worn on the front of the combat jacket and windproof smock.

(6) A ‘ROYAL NAVY’ flash is to be worn on both sleeves of the combat jacket and smock; the flash is to be attached centrally with the upper edge 7mm below the shoulder seams.

[4] It does not cover operational theatres where local Command policy applies

(7) Tactical Recognition Flashes (TRF) may be worn as directed by Force Commanders.

(8) If scaled for and held by the individual the windproof smock may be worn in inclement weather. No belt is to be worn over the smock.

(9) When personnel are engaged on tasks that entail high levels of physical activity, particularly at higher temperatures, local Commanders have discretion to allow the jacket to be worn un-tucked; similarly, local Commanders may choose to allow the tee shirt to be worn without the combat jacket.

Notes:

1. On all occasions of wearing MTP, WO1s RN are to wear the Service issued brown wrist strap.

2. ***Royal Navy Police (RNP).*** *Dependent upon the theatre of operations, RNP personnel are authorised to wear the Military Police (MP) badge (see Fig 39E-15c) on the right sleeve only and it is to be worn in addition to the black on green 'Royal Navy Police' shoulder flashes (see Fig 39E-15d) and Para 3923).*

3. On all occasions of wearing MTP, Masters at Arms wear a badge comprising laurel leaves supporting a crown as a brassard on their right wrist with brown wrist strap (in place of the white wrist strap).

3827. Wearing of Uniform by Former Members of Royal Navy. This article does not apply to officers of Flag Rank, nor retired officers and ratings subsequently employed on duties within the Maritime Reserves. Retired officers and ratings shall not normally wear uniform once they have left the Service. Exceptionally, retired officers and ratings may wear uniform at a Remembrance Day Service if specifically requested to do so and if there is no other Royal Navy representation. For private events retired personnel are to use discretion when considering wearing their uniform. Rank and accoutrements are to strictly adhere to those held by the individual on leaving the service. Any retired officer or rating who does find themselves wearing uniform is to uphold the values and standards expected of the Royal Navy in the public eye.

SECTION 2

CULTURAL AND RELIGIOUS DIFFERENCES

3828. Religious Sensitivity

a. The different cultural patterns of various religious groups should be respected, especially during moments of religious expression. In assessing attitudes to accommodating such differences, the Royal Navy distinguishes between the tenets of devout faith, which shall be allowed where operationally practicable, and the cultural and social customs of a particular group, which may be accommodated where disciplinary prudence permits. In cases where uncertainty remains, advice should be sought from the Diversity and Inclusion Policy Staff at Navy Command HQ.

b. Religious items or accessories (e.g. a Christian Cross) which are not visible or otherwise apparent are unregulated and may be worn provided they do not interfere with the proper wear and use of uniform items, accoutrements or equipment, nor place at risk the safety and health of the individual.

3829. Wearing of Headdress

a. Protocol regarding the wearing of naval headdress reflects a combination of military custom and religious/cultural practices. RN dress policy has traditionally required servicewomen to retain their headdress while inside a consecrated building and, similarly, on parade while servicemen are ordered to remove theirs.[However, RN personnel should be treated equitably regardless of their sex, including the wearing of headdress so far as local customs allow.

b. **Buildings with Religious or Belief Sensitivity.** While effort should be made to demonstrate understanding, respect, and compliance with local cultural norms, personnel may exercise personal choice, especially where the retention or substitution of headdress is expected for religious or belief reasons. RN Servicewomen are no longer required to retain their headdress in church if they do not wish to.

c. **Parades.** Headdress shall be removed, when so ordered, by all personnel on parade, except for, musicians, members of colour parties and those who have religious exceptions e.g. wearing a Sikh turban or a Jewish yarmulke. However, personnel may be allowed to retain headgear while on parade to avoid drill complications with the removal of headdress while managing longer hair, hijabs or other tenet of faith exceptions. Not all exceptions are obvious or visible, therefore, consultation in advance of events and clear communication to parade commanders is encouraged to increase understanding and uniformity so far as possible.

d. **Salutes.** During the playing of the National Anthem inside buildings, members of the RN wearing headdress are to stand to attention without saluting.

e. **Exceptions.** Certain formal events require a level of uniformity irrespective of gender. This includes partaking in specialised drill movements, Court Martials, Commanding Officer's table, the reading of punishment Warrants, while conducting the annual Festival of Remembrance at the Royal Albert Hall, as a member of a Naval Gun Carriage Crew, and during the evolution of 'Man and Cheer Ship' as defined in BRd 1834 Naval Ceremonial and Drill Chapters 2 and 11. Where State events dictate retention by all personnel because of custom (e.g. Lying in State of the Monarch) these norms should apply.

3830. Cultural Mess Dress

a. In line with existing policy for the wearing of kilts, Cultural mess dress may now optionally be worn by entitled Officers when attending mess functions at which Number 2B or 2BW dress is ordered. Entitled Warrant Officers and Senior Ratings may also wear Cultural mess dress when attending mess function when 2B dress is ordered.

b. As is similar with the wearing of kilts, personnel will be required to maintain existing standards of identifiable Naval Uniform above the waist, i.e. mess jacket, shirt and bow tie. Examples of acceptable variations of Cultural mess dress can be found in Chapter 39.

c. We will not have covered every eventuality and engagement is requested from those who feel they would like to see additions/variations to the options outlined. Furthermore, if extending an invitation to civilians to attend Mess functions, where formal evening wear would be appropriate, explicitly state that formal evening cultural dress is also acceptable and encouraged.

d. In any event, Mess Presidents and Dinner hosts should consider allowing people to wear their full cultural dress, rather than a mix, if requested to do so and it is appropriate e.g. guest night.

e. As they are not part of official uniform, Cultural dress will not be provided at public expense.

3831. Sikhs

a. Royal Navy personnel who are adherents to the Sikh Religion (Keshadharis) shall wear standard pattern uniforms and adhere to standard Service clothing policy and instructions with the following exceptions:

(1) **Hair.** The hair and beard may remain uncut, provided that the operational mission and safety are not jeopardised when it is required that individuals wear occupational and operational equipment such as a respirator, oxygen mask, combat/vehicle/flying helmet, hardhat, diving mask, etc. When a hazard clearly exists, the hair and/or beard shall be modified to the degree necessary for wearing the required equipment, in order to meet safety requirements.

(2) **Religious Symbols.** In addition to uncut hair, four other symbolic requirements of the Sikh religion are authorised for wear by personnel with Nos. 1, 2 and 3 uniform dresses. Should conflict arise between the requirement to wear safety or operational items of clothing and equipment and these religious symbols, the manner and location of wearing these symbols shall be adjusted. Commanding Officers retain the right to order the manner of this adjustment as necessary to meet valid safety and operational requirements.

(3) **Turban.** A turban may be worn by service personnel with Nos. 1, 2 and 3 uniform dresses. Turbans may also be worn with Action Working Dress and occupational working dress, subject to the safety and operational considerations noted in Para 3827.a sub para (1), above. When engaged in combat operations, operational training or when serving with peacekeeping or multinational contingents, adherents of the Sikh religion shall, when deemed essential, cover their head with a patka or other customary clothing items (see Para 3822), over which they shall wear the head dress (including combat helmets) and other items of Service equipment as ordered by the Commanding Officer.

b. Except as otherwise provided by Para 3826, the turban worn by male personnel and the authorised head dress worn by Servicewomen shall not be removed while wearing uniform. Similarly, when on duty wearing plain clothing, a civilian turban and an appropriate civilian woman's head covering shall not be removed.

c. The colour of turbans worn by male members shall be as follows:

(1) **Navy.** In blue uniform navy blue with white headband, and white with Navy headband in tropical uniform.

(2) **Royal Marines.** Olive Drab, Commando Green or white to conform with respective Dress.

d. Adherents to the Sikh religion may, subject to the provisions of Para 3827, observe the following five symbolic requirements:

(1) **Kesh.** Leave the hair on the head, face and body uncut.

(2) **Kanga.** Wear a comb.

(3) **Kara.** Wear an iron bracelet.

(4) **Kirpan.** Wear a symbolic dagger with an overall length (including the handle and sheath) not exceeding 23 centimetres (9 inches).

(5) **Kaccha.** Wear special design knee length underpants.

e. **Method of Wear.** The following instructions are not intended to detail the method of styling and wearing hair on the head, wearing the comb or winding the turban. Instead, they provide sufficient direction to ensure uniformity of dress amongst Sikh personnel. Accordingly, symbols and associated badges shall be worn as follows:

(1) **Turban.** The turban is to be worn in a low, Sikh conventional manner, with the final winding right over left on the forehead.

(2) **Cap Badge.** The cap badge is to be worn centred on the front of the turban. The badge shall be locally modified to provide a brooch fastener to secure it to the cloth.

(3) **Cap Tally.** The cap tally is to be worn diagonally across the front of the turban from top right to bottom left, 2 cm up from the bottom of the turban.

(4) **Patka.** A traditional Sikh cloth head-covering worn when a turban is not suitable, such as under combat, flying or diving helmets, or during sports or strenuous physical activity.

(5) **Kesh (hair).** Male personnel shall wear their uncut hair tied in a knot at the crown of the head, and shall secure the hair of the beard under the chin, presenting a close-to-face, groomed appearance. Servicewomen shall wear their uncut hair styled in a bun at the rear of the head to facilitate the proper wearing of standard service head dress.

(6) **Kanga (comb).** The Kanga is to be worn concealed in the hair.

(7) **Kara (bracelet).** The Kara is to be worn on the right wrist.

(8) **Kirpan (dagger).** The Kirpan shall remain sheathed at all times, except for religious occasions and for cleaning purposes. The sheathed Kirpan worn under the outer shirt or jacket shall be supported by a black cloth sling, slung from the right shoulder to the left side. Should the Kirpan interfere with the wearing of uniform accoutrements or equipment, it may be slung from the left shoulder and worn on the right side.

3832. Rastafarians

Royal Navy personnel who are adherents to the Rastafarian faith shall wear standard pattern uniforms and adhere to standard Service clothing policy and instructions, with the following exceptions:

a. **Hair (including Locs).** Rastafarian “Locs” are a core symbol of the religion and have deep personal meaning for its adherents. Locs are worn without being cut, in a variety of styles. They should be worn in a manner that is best suited for the tasks undertaken, provided that the operational mission and safety are not jeopardised on the occasions when individuals are required to wear occupational and operational equipment (such as a respirator, oxygen mask, combat/vehicle/flying helmet, hardhat, diving mask, etc). When a hazard clearly exists, the hair and/or beard shall be modified to the degree necessary for wearing the required equipment, in order to meet the safety requirement. In practice, this may necessitate the individual changing the way their hair is worn to suit the situation. Locs may be on show; or covered with a hair net and/or turban- this is a matter of personal choice. See below for guidance

(1) **Style.** Rastafarian hair, if uncut and in Locs, should, where possible, be pulled away from the face and must not cover the ears. Styles must be uniform and present an appearance when viewed from the front that is reasonably symmetrical. Varying styles of hair are permitted within these limits and should not preclude the proper wearing of naval headdress which should fit snugly and without distortion. If hair cannot be worn pulled back from the face and ear, it is to be worn in a black elasticated non-see through hair net compatible with the image of the Royal Navy, thus allowing head dress to be worn. The wearing of hair nets remains a personal choice.

(2) **Length.** It is acceptable for Locs to go beyond the shirt collar, but not past the belt line. Additionally, when wearing No.1 uniform, the hair must be in a tight bun, turban or hair net. In daily working rig, long hair may either be worn in a: bun, single ponytail, single braid secured with conservative bands/ties/scrunchies, grips, hairpins, and hair nets of the natural hair colour. These styles should be worn above the belt. Hair longer than belt length should be worn in a bun or higher ponytail to achieve this.

(3) Figure 38A-9 provides an example of an appropriate male Rastafarian hair style. Figure 38A-11 provides examples of appropriate Servicewomens Rastafarian hair styles.

b. **Beards.** Many Rastafarians choose not to cut their beard as a sign of religious devotion. The beard may remain uncut, providing that the operational mission and safety are not jeopardised when individuals are required to wear occupational and operational equipment such as a respirator, oxygen mask, diving mask, etc. When a hazard clearly exists, the beard shall be modified to the degree necessary for wearing the required equipment, to meet the safety requirement. Under normal circumstances, the CoC must not order or suggest that a Rastafarian cut their beard unless hazardous to the activities described above (and then only when the individual is required to undertake them). In addition:

(1) **Style.** Rastafarians who elect to grow beard should keep it in a full, un-modified and non-styled state- although the beard must be worn in a neat and tidy style, with no foreign objects adorning it. This is to uphold the professional standards of the Royal Navy.

(2) Figure 38A-10 provides an example of an uncut Rastafarian beard style, with figures 38A-9 and 38A-12 showing the style on an individual who also wears a longer hair style.

c. **Turbans.** The wearing of the turban falls in line with the tenets of the Rastafarian faith. A turban may be worn by Rastafarian service personnel with all orders of dress. Naval Stores should be approached regarding the procurement of appropriate uniform turban material, and EPC utilised where cloth is not available via the Naval Stores system. Turbans are not to be removed while wearing uniform. Similarly, when on duty wearing civilian clothing, a civilian turban is not to be removed. Additionally, such headdress is not to be removed:

(1) On parade when the order of “off caps” is given.

(2) By a member of the bearer party at a military funeral.

(3) During the administration of the Oath of Allegiance by an attesting officer.

(4) When attending or being paraded as the accused before a commanding officer (or subordinate commanding officer) presiding at a summary trial or investigation.

(5) When attending or being paraded as the accused before a Court Martial.

(6) When entering any building, or consecrated building, or indoors where removal of headdress would usually be expected.

(7) At formal or informal functions when the removal of headdress might otherwise be considered appropriate e.g. for eating and drinking.

d. **Colour of Turbans.** The colour of the turban is to match the colour of the headdress normally worn with each uniform, as follows:

(1) Nos 1, 2, 3 Dress The turban for all ranks is to be same colouring as the top of the corresponding cap.

(2) **Daily Working Rig (including overalls).** The colour of the turban is to match the colour of the unit’s beret, i.e. RN SP will wear navy blue and RM or commando-qualified SP will wear Olive Drab or Commando Green.

(3) **Adornment.** RN Junior Rates are to wear their unit’s ribbon. RM, RN Senior Rates and Officers, will wear their respective cap badges. This is in line with guidance given to Sikh personnel.

e. **Method of Turban Wear.** The following instructions are not intended to detail the method of styling the turban. Instead, they provide sufficient direction to ensure uniformity of dress amongst Rastafarian personnel. Accordingly, the turban is to be worn in a tight, wrapped style and centred on the forehead. The use of starch is discretionary. If ribbons are worn, their lower edge shall be 2 cm (3/4 inch) above the lowest edges of the turban at the sides of the head. The ribbons are to be secured at the rear of the turban. Cap badges are to be worn centrally on the front of the turban. The badge is to be locally modified to provide a brooch fastener to secure it to the cloth. There is no requirement for cap badges to be removed from turbans when in uniform, nor should turbans have cap badges fitted when in civilian clothes. Figure 38A-13 and Figure 38A-14 provide examples of appropriate Rastafarian turban styles.

f. Additional examples are given in Figure 38A-15. Guidance may also be sought from the RN D&I Policy desk navypeople-dandimailbox@mod.gov.uk, or the Defence Rastafarian Network AFNetworks-Rastafarian-0mailbox@mod.gov.uk.

3833. Muslim Women

Muslim women may wear uniform trousers, rather than a skirt and may wear a hijab except when operational or health and safety considerations dictate otherwise. Long sleeve shirts can be worn with all forms of Service dress. Tracksuit bottoms may be worn for sport. All Royal Navy personnel are required to achieve a basic swimming standard as part of their training. Although every effort will be made to ensure that these tests take place in an all-female environment, it should be stressed to Muslim Servicewomen that this may not always be possible.

3834. Further Advice

Requests for further advice on Cultural and Religious differences with regard to uniform and appearance are to be directed to NAVY CULTURE-DandI SO1 or SO2 at Navy Command HQ, Leach Building, Whale Island, Portsmouth.

ANNEX 38A

EXPLANATORY DIAGRAMS

Figure 38A-1. Headdress

Tricorne

Cap

Cap

Beret

Figure 38A-2. Sikh Symbology (Headdress)

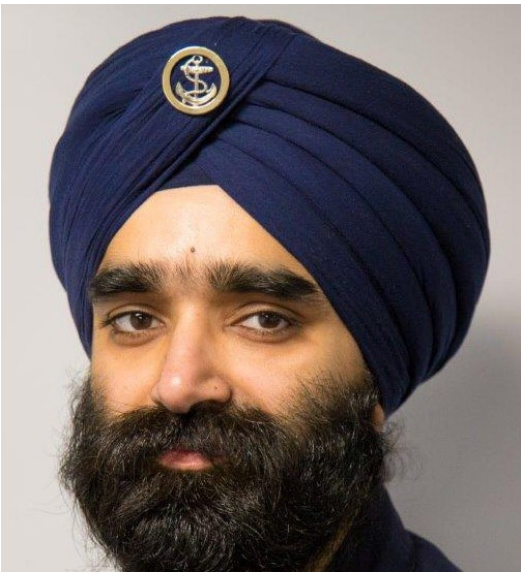


Figure 38A-3. Hijab RN

SIKH SYMBOLOGY

Figure 38A-6. Kanga (comb)

Figure 38A-7. Kara (bracelet)

Figure 38A-8. Kirpan (dagger)

Figure 38A-4. Examples of Male Rastafarian Hair and Beard RN/RM

Figure 38A-5. Examples of Natural Rastafarian Beard RN/RM

Figure 38A-6. Examples of Female Hair Styles RN/RM

Figure 38A-7. Examples of Rastafarian Hair Net Without and With Beret

Figure 38A-8. Rastafarian White Turban with Cap Badge

Figure 38A-9. Rastafarian Blue Turban with Cap Badge

Figure 38A-10. Additional Examples

ANNEX 38B

SERVICEWOMEN HAIR - EXPLANATORY DIAGRAMS

Figure 38B-1. Locks Twisted - Natural Hair

a. **No Headgear**

b. **Beret**

c. **Cap**

Figure 38B-2. Cornrows with Extensions

a. **No Headgear**

b. **Beret**

c. **Cap**

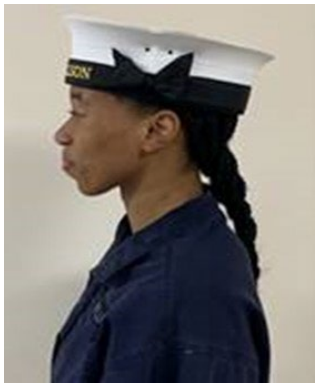
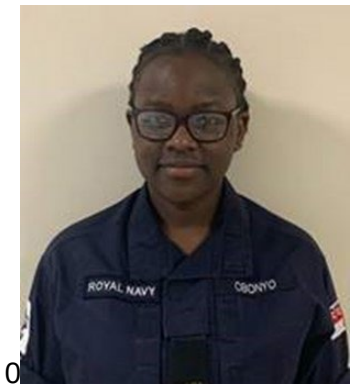
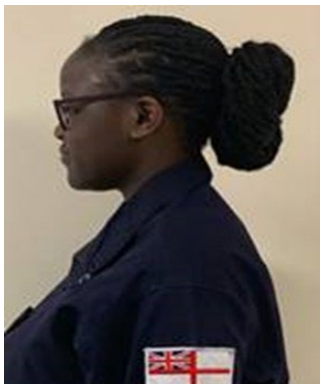


Figure 38B-3. Twists with Extensions

a. **No Headgear**





b. **Beret**

c. **Cap**

Figure 38B-4. Locks Braided into Bun - Natural Hair

a. **No Headgear**

b. **Beret**

c. **Cap**

Figure 38B-5. Locks in Two Corn Rows - Natural Hair

a. **No Headgear**

b. **Cap**

Figure 38B-6. Ponytails

ANNEX 38C

SPECIAL CASES FOR UNIFORM ENTITLEMENT AUTHORISATION

1. Due to a range of special circumstances, including disability, impact of chronic conditions and menopause, a replacement of some or all uniform may be required due to physiological changes beyond a Service Person's (SP) control. This authorisation form is intended to gain medical agreement that the SP's circumstances have changed within the last 2 years, without disclosing private medical details.

2. The SP should gain authorisation from an appropriately qualified Healthcare Practitioner. Once signed by a Healthcare Practitioner, the SP can take this completed form to an RN Clothing Store to exchange uniform and/or arrange tailoring.

3. Declaration of Service Person

I hereby confirm that I require exchange and/or tailoring of uniform due to the circumstances outlined in paragraph 1 above.

Name:	Rank:
Service Number:	Unit:
Signature:	Date:

4. Healthcare Practitioner[1] Authorisation

In accordance with the examples of special circumstances at paragraph 1 above, I confirm that it is appropriate for the SP to receive newly issued uniform and/or tailoring as appropriate.

Name:	Rank/Grade:
Role:	E-mail:
Signature:	Date:

5. Instructions to Service Person and RN Clothing Store

Once Sections 3 and 4 above have been completed, the SP is entitled to exchange uniform on a one-off basis at any RN Clothing store[2]. Multiple exchanges are not authorised. They are also authorised to free tailoring of No1 and No2 uniform (mess kit), however, if this is not possible on the advice of a tailor, then re-issue of one or both uniforms is authorised.

[1] Healthcare Practitioner includes Medical/Nursing Officers, Civilian Medical Practitioners, Practice Nurses/Nurse Practitioners, Physiotherapists and NHS Medical Practitioners (for Reserve personnel only).
[2] Exchanges must be made within 3 months of the date recorded.

ANNEX 38D

PROCESS TO PURCHASE SPORTS BRAS

1. Claims for the purchase are to be made via JPA, with itemised receipts retained for auditing purposes. The following information must be used:

(a) Type of Claim: select **Miscellaneous**.

(b) Authority: input "**RNTM 03-060/24 Sports Bras**".

(c) Have you been told to use a UIN other than your own units?: select **No** (should be auto populated).

(d) Do You Have the Authority of the Budget Holder?: select **Yes**.

(e) Click **'Next'**.

(f) Click **'Details'**.

(g) Expense Type: select **Medical, Dental, Opticians, Prescription Fees**.

(h) Date expense incurred: **input date of purchase**.

(i) Receipt amount: **input the cost of purchase**.

(j) Justification: input **"Purchase of Sports Bras IAW RNTM 03- 060/24".**

(k) Click **'Return'**.

(l) Tick **'I accept the Terms and Conditions of the MOD's Travel and Expense Policies'.**

(m) Click **'Submit'**.